



City of Morgan Hill
Seeks Enthusiastic Individuals for the Position of
AQUATICS CENTER WELCOME STAFF

POSITION DESCRIPTION

Under direct supervision of the Aquatics Center Welcome Desk Coordinator, the Aquatics Center Welcome Staff performs a variety of customer service and clerical tasks as it relates to the operations of the Aquatics Center.

ESSENTIAL DUTIES

- Greet the public and answer phone calls
- Answer questions and explain routine policies and procedures
- Handle daily membership functions
- Process registration and fees for classes and programs
- Operate standard office equipment
- Prepare and/or check a variety of operational documents such as time cards and daily revenue reports
- Enforce Aquatics Center rules and regulations
- Maintain accurate records and complete related reports
- Ensure cleanliness and safety of the Aquatics Center
- Maintain good public relations and provide outstanding customer service
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

Education: Graduation from high school or GED equivalent is desirable. This provision may be waived for applicants 16 to 18 years of age with ability to obtain a valid work permit.

Experience: Previous experience as a working at a busy front desk or in social or recreational program is desirable.

Certificates: Standard First Aid and Safety certificate is desirable.

Special Requirements: Position requires availability of 20-40 hours per week during summer periods, June through August. Position allows for only one week (consecutive) vacation time-off request during the summer periods, June through August. Applicants must be willing to work outdoors in varying weather conditions. Applicants must be willing to work flexible hours; including evenings, weekends, and holidays.

SALARY

This is a part-time position without benefits. The salary range for this position is \$8.00 - 12.00 per hour.

APPLICATION PROCESS

All applicants must submit a complete City of Morgan Hill Temporary Employment Job Application. Application can be obtained at:

City of Morgan Hill

17555 Peak Avenue

Morgan Hill, CA 95037

or on-line at www.morganhill.ca.gov

SELECTION PROCESS

Applications will be screened and those applicants who possess the minimum qualifications will be invited to an oral interview with the Aquatics Center Recreation Coordinator. Prior to appointment, a drug test, background check, including fingerprinting for submission to the Department of Justice must be completed, as well as TB testing.

